

The following general conditions apply to the PTO leave donation policy:

1. The maximum amount of donated leave an employee may receive in any calendar year is twelve (12) weeks.
2. The recipients of donated leave will be treated as if they had earned the leave themselves. Therefore:
 - a. Recipients will receive PTO pay on a biweekly basis coinciding with normal pay periods;
 - b. Recipients will receive PTO pay at their regular hourly rate; and
 - c. Recipients will accrue the same benefits as employees using their own PTO time
3. In the event there are multiple donors to a single recipient PTO will be distributed in the following order:
 - a. First from the donors who gave the largest number of hours; and
 - b. Second chronologically, beginning with the earliest donation.
4. The Human Resource Director in consultation with the Department Manager will determine eligibility for participating in the leave donation program.